

WEEK 1

TRAINING PROGRESS REPORT

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Trainee	Evaluation Period From:	То:	Date				
This performance evaluation scale w week. The following describes the v			ainee's p	erforma	ance dur	ing this	ı
4 – BETTER THAN ACCE	PTABLE: Performa	nce exceeds the agenc	y's stanc	lard			
3 – ACCEPTABLE: Perfor	mance meets the age	ency's standard					
2 – IMPROVEMENT IS NE		ce is progressing toward's standard	d accept	table bu	t does n	ot yet n	neet
1 – UNACCEPTABLE: Per	rformance is not at a	n acceptable level					
NRT – NOT RESPONDING		rainee has been rated shows no improvemen				remedia	ation,
A rating of 1 or 2 requires a written s to bring performance up to an accepta	statement outlining thable level.	ne steps that the FTO o	r agency	has tak	ten and/	or will t	ake
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I have reviewed this Training Progre the FTP Supervisor/Administrator/Co	ss Report with my Fi oordinator: Y	teld Training Officer. Yes No.	I wish to	discus	s the eva	aluation	with
Trainee's Signature	Date	FTO's Signature				Dat	te
FTP SAC's Signature	Date						

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Trainee's Signature	Date	FTO's Signature	Date
FTP SAC's Signature	Date		